







**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



Recycling Supplies Order Form Guidance – for delivery by January 2014

Please use this document to help you fill out [this order form](#) before November 22, 2013.
See <http://dgs.dc.gov/page/healthy-schools> or contact beth.gingold@dc.gov for more information.

Item	Illustration	Guidance Question	Quantity
Classroom/office bin for paper only – 7 gallon		How many classroom/offices do not have a recycling bin?	
Large recycling bin for paper only – 23 gallon		How many places that produce a lot of paper need large bins? (e.g. copiers, art room, mail room)	
Label – paper only		How many paper only labels do you need for bins you already have?	
Large recycling bin for bottles/cans – 23 gallon bin with lid and label		How many places that produce bottles/cans need large bins? (e.g. teacher's lounge, vending machines, common areas where people eat/drink)	
Label – bottles/cans		How many bottles/cans labels do you need for bins you already have?	
Collection bin – 32 gallon bin with wheels		How many collection bins does your kitchen need? (Every kitchen should have at least 1 dedicated bin for collecting bottles/cans).	
		How many collection bins do you need for collecting recyclables throughout the building and taking them to the dumpsters? (OPTIONAL)	
		How many collection bins do you need for your cafeteria? (OPTIONAL - order only if your cafeteria produces a lot of bottles/cans)	